

## Scheme of Delegated Functions - Licensing

All applications received that fall outside the Licensing Authority's standard conditions and policy will not be automatically granted/renewed. The table below indicates the likely process which will be followed, which may include review by senior officers or referral to the taxi licensing sub-committee, where the members of the committee will make a decision. This will not incur additional costs. Appeals following taxi sub-committee decisions can be made to the Magistrates Court and must be made within 21 days of the decision.

Table of delegated functions to consider applications and appropriate enforcement action to be taken:

<b>Matter to be dealt with</b>	<b>Subcommittee decision required</b>	<b>Magistrate Court</b>	<b>Officers</b>
Appeals following subcommittee decisions		Direct to Magistrate Court	
Grant/renewal of licence for dual driver with no information returned on checks.			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Grant/renewal for dual driver licence with unspent cautions/convictions	All cases		
Application for dual driver licence with spent cautions/convictions not of a sexual, violent or similar nature.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Application for dual driver/operator licence where the applicant is listed on a national offenders register or has spent/unspent convictions of a violent, sexual or similar nature or information is	All cases		

provided through the NR3 reporting system.			
Grant/renewal of licence for operator with no information returned on checks.			HC7 grade or above if no information is received from a standard DBS, NR3 check, safeguarding or Police.
Application for operator licence with spent cautions/convictions not of a sexual, violent or similar nature.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Application for operator licence with unspent convictions/cautions	All cases		
Application for vehicle licence which complies fully with licence conditions and policy			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Application for vehicle licence, which does not comply with licence conditions and policy			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Request to transfer vehicle licence, which complies with licence conditions and policy			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Request to transfer vehicle licence, which does not comply with licence conditions and policy			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.

Request to change vehicle on plate within standard conditions			HC7 grade or above if all mandatory checks and test results are received and comply with policy and conditions.
Request to change vehicle on plate outside standard conditions			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Applications for dual driver with licence restored after disqualification under the totting up procedure.	All cases		
Applications for dual driver licence with isolated motoring cautions/convictions - not of a serious nature.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Application for dual driver licence with cautions/convictions for major traffic offences which are less than 10 years old	All cases		
If the traffic offence is a single offence and is more than 10 years Old.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Dual Driver application with cautions/convictions for driving without insurance	All cases		
Applications for dual driver licence with drink/drugs drive offences	All cases		
Dual driver licence application. If the offence is a single drink drive offence and is more than 10 years old.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.

Offences/allegations committed during the term of the licence involving sexual offences, exploitation, violence or any public order/safety offences.			Immediate suspension recommended/verbally notified to licence holder by service Manager or above, to be reviewed at the next appropriate scheduled taxi sub-committee. The written suspension notice to be signed prior to issue as specified in signing of immediate suspension of dual driver.
Offences/allegations committed during the term of the licence not involving sex, exploitation, violence or public order offences.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee following suspension or for review.
Signing of immediate suspension of dual driver licence for public safety reason.			Any of the following:- Chief Executive, Corporate Director, Service Director or Head of Service.
Review of suspension of a dual driver licence following an administrative suspension for failure to supply documents			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.
Review of suspension of a dual driver licence as a result of being suspended after being involved in a criminal offence, where found guilty.	All cases		
Review of suspension of a dual driver licence as a result of being suspended after being involved in an investigation where found not guilty or case not pursued.			HC9, Service Manager or Head of Service level. May refer to taxi subcommittee.

Revocation of the dual driver licence	All cases		
Investigation of minor Complaints			Licensing Team – HC7 grade or above.
Investigation of persistent /serious complaints			HC9 grade (Principal Officer) or above. May refer to taxi subcommittee for decision.
Applications for dual driver licence with unsatisfactory medical report from GP or other medical advisor i.e. Council's Medical Advisor Occupational Health.			HC9, Service Manager or Head of Service level for refusal/suspension/revocation.
Applications for dual driver licence where medical condition is now advised by medical professional in writing as satisfactory following suspension/refusal.			HC9 grade (Principal Officer) or above.
Issue of Penalty Points /Notices			Authorised Officers of the Licensing Authority. Officers will carry identification and authorisations can be checked during normal office hours. Prior to the issue of points, the HC9 senior licensing officer will review prior to issue.
Appeal for issue of Penalty Points/Notices up to maximum permitted.			HC9, Service Manager or above. Any appeal must be made within 21 days of issue.
Exceeding maximum permitted penalty points or persistent offences/complaints of a similar nature	All cases		
New applicant barred on the ISA Register	All cases		

Notification of ISA barring during term of the licence	All cases		Immediate suspension issued by HC9, Service Manager or Head of Service level. To be reviewed at taxi sub-committee.
Suspension of vehicle licence on public safety grounds			HC9, Service Manager or Head of Service level. May refer to subcommittee.
Review/re-instatement of suspension of vehicle licence on public safety grounds			HC9, Service Manager or Head of Service level. May refer to subcommittee.
Amend Taxi and Private Hire Policy with changes to Statutory Guidance or Legislation.			HC9, Service Manager or Head of Service level.
Amend Taxi and Private Hire Policy with changes required due to administrative errors.			HC9, Service Manager or Head of Service level.
Amend Taxi and Private Hire Policy with changes required due to operational changes.			HC9, Service Manager or Head of Service or above.
Amend Taxi and Private Hire Policy with significant changes which could have cost implications to the trade.	All cases		